

The preservation of the papers and other historical materials of the President of the United States, together with the papers of his associates and contemporaries, is authorized by the Presidential Libraries Act of 1955. Under this act, Presidential libraries have been established for Presidents beginning with Herbert Hoover.

President Nixon has indicated his intention to deposit his papers in a future Richard Nixon Library. It will be administered, like the six operating Presidential libraries, by the General Services Administration through its National Archives and Records Service. Adding the personal papers of the men and women who helped President Nixon shape national policies will give perspective and accuracy to the study and understanding of his administration. To this end, the President has asked Cabinet officers, heads of Government agencies, and key officials under them to deposit their personal papers in the National Archives for the Richard Nixon Library.

In a Presidential library, the papers of an individual, like the papers of the President, are kept intact as separate, named collections. They are in the care of a professional staff of archivists who can give intelligent guidance to those who may wish to use them in the future and provide reference on them as needed by the donor. Donors may place restrictions and conditions on the use of the papers when they execute a deed or gift.

Personal papers of a Government official are the files he has organized and maintained for his own personal use, but they must be distinguished from official records. Federal law defines official records as those preserved by an agency, or appropriate for preservation by an agency, as "evidence of the organization, function, policies, decisions, procedures, operations, or other activities of Government or because of the informational value of data in them" (44 USC 3300). The law requires that certain procedures be followed for the preservation or disposal of official records; they may be disposed of only with the approval of the Administrator of General Services.

Subject to these criteria, personal papers may include all or some of the following:

1. Personal correspondence of the official that does not directly concern the work of his office and that is not intended to be a part of the official records of the office. The correspondence may be with friends, family members, professional or business associates, or other administration officials. It may relate to purely personal interests or to national and State affairs, Government appointments, political

campaigns, or other topics. Material on subjects in controversy or on personally sensitive matters may be protected by the terms of the deed of gift.

2. Working drafts and notes, used and unused; notebooks.
3. Appointment calendars; logs of telephone calls.
4. Speeches, extra copies; drafts of speeches; related correspondence.
5. Journals, diaries, scrapbooks, and press clippings.
6. Press releases issued by the office, extra copies.
7. Directories or lists of persons and positions in the office.
8. Personal photographs, motion pictures, and sound recordings.

A Government official customarily accumulates extra copies of Government documents for convenience of reference. Many of these are papers that he has drafted, reviewed, or otherwise taken action on. They are evidence of his contribution to the agency and its programs. The official may retain such papers, provided that they are eligible for disposition under Federal law as extra copies (44 USC 3301), and also provided that the agency records officer raises no objection to their designation as such. Materials classified under Executive Order 11652 and those defined as "Restricted Data" under the Atomic Energy Act of 1954 must be handled in accordance with the provisions of the Executive order and of the 1954 act, respectively.

Physical objects belonging to the individual that have an association with the President or with the individual's Government service may also be part of an official's personal collection of historical materials.

In donating papers and other historical materials to a Presidential library, officials are reminded that the library contains papers covering the entire career of the President. It is therefore hoped that individuals will donate papers covering their entire careers. The more complete the material, the more dependable it is as historical evidence and the more useful to future historians, biographers, and other researchers.

The great value of personal papers is that when they can be released for scholarly research--a matter for the donor to decide--they provide background information on people, politics, and public issues not to be found in official Government records. For the biographer, they may also contain indispensable information on an individual's civic and business

affairs and his family life. When studied in conjunction with official records, personal papers help document the special knowledge, abilities, interests, and characteristics of the men and women who comprise the highest level of Government. A Presidential library will hold all of this source material in trust, confident that both the Nation and the individual will benefit from the fullest possible documentation of this era.

National Archives and Records Service  
General Services Administration  
Washington, DC 20408

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Procedure for Handling Personal Papers

1. In each agency records officers may wish to offer assistance to the executives who have been asked to donate personal papers to a Richard Nixon Library.

2. In agencies where the agency records officer has been assigned the responsibility for arranging for collection and shipment of the personal papers of all Presidential appointees, they should call in advance when the shipment is ready for delivery so as to avoid traffic jams at the National Archives. The numbers to call are: 962-3512 (Office of Presidential Libraries) or 456-2545 (Office of Presidential Papers in the White House).

3. Federal Records Center cartons should be used to transfer papers, marked in black on the outer side of the box according to the following pattern:

For Nixon Library

Personal papers of \_\_\_\_\_

(agency name) \_\_\_\_\_

Box \_\_\_\_\_ of \_\_\_\_\_ boxes

4. Where the donor has prepared box lists, duplicate copies of said lists should be furnished at the time the materials are delivered to the National Archives. Also, a receipt form should be prepared so that the individual receiving the shipment at NARS can give proper account of the delivery and receipt of the materials.